

Mentee Person Specification

Attribute	Essential	Desirable
Clarity	<ul style="list-style-type: none"> • Is clear about their goals and what they want to achieve from being mentored 	<ul style="list-style-type: none"> • Understands own strengths and development areas and specific guidance that's needed
Communication Skills	<ul style="list-style-type: none"> • Good communication skills • Active listening • Ability to establish rapport and trust • Ability to give and receive feedback 	
Attitudes	<ul style="list-style-type: none"> • Motivated to succeed • Confident • Positive • Enthusiastic • Shows initiative • Honest • Commitment to participate fully in the mentoring relationship • Respectful (appreciates the value of the mentoring relationship) 	<ul style="list-style-type: none"> • Self belief
Recognition of limitations	<ul style="list-style-type: none"> • Knows and follows confidentiality guidelines • Willingness to learn and be open to feedback 	<ul style="list-style-type: none"> • Understands the importance of self-care
Time Management and Commitment	<ul style="list-style-type: none"> • Complete agreed actions on time • Keep agreements made • Has the support of their line manager to undertake a mentee role • Is willing and able to commit time to the mentorship relationship 	